



Arizona Commission on the Arts

Arts Education Project Grant

A Memo from the Arts Education Staff

Congratulations on receiving this grant award from the Arizona Commission on the Arts. We look forward to working with you as your project takes place over the next year. We would like to stay in touch with you throughout the process, so keep us posted on when your project will take place and the date of your final event. We'd appreciate advance notice of your events, as we'll make every effort to attend.

Please take a moment over a cup of coffee to look through this packet.

Everything you need is in here.

Here are a few notes to assist your process.

To receive payment you'll need to send in the following items:

1. The Award Letter (it's on letterhead). Please submit this with an authorizing official signature now.
2. Special Conditions Form. Please submit this with an authorizing official signature now.
3. A signed W-9 form. This form is to be signed by the person at your organization who will receive the check and is responsible for paying the artist. This is **not** the artist you are hiring.
Please note all schools/organizations are required to submit the new enclosed W-9 form
4. A copy of the signed contract between you and the artist/company.

These are the four items that release payment from the Arts Commission to you.

Final Report

When your project is complete, we ask that you log onto EGOR using your user name and password and complete the Final Report form online <http://www.culturegrants-az.org/>. Please submit the final report within two weeks of your project's completion. Include a brief description of your project evaluation/assessment process. We are particularly interested in the ways you assessed what your students learned throughout this project and how their learning connected to your understanding goals for the project. If you have questions, just call or e-mail us, we are happy to assist in making sure all paperwork is complete.

Thank you for your hard work and we look forward to seeing, hearing about and reading about your project. We would also like to encourage you to visit our website often for the latest information. www.azarts.gov

Good Luck and enjoy!

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